


<b>TITLE:</b> <b>SUBMITTING A REIMBURSEMENT REQUEST TO THE GRANTOR – Office of Local Defense Community Cooperation (OLDCC)</b>	<b>POLICY NO: CDLO 105</b>
<b>PURPOSE:</b> <b>Learn procedure to seek reimbursement from OLDCC for invoices paid to Subrecipient or Consultants for work on Grant Task Orders</b>	

1. Complete Grantee's Expense Report for that specific Grant, indicating reimbursement amount and listing all invoices. (This excel file is submitted as an attachment when submitting the request.)
2. Scan copies of invoices, totaling amount being requested.
3. Complete the Federal Standard Form (SF) 270 – Request for Advance or Reimbursement Form, and/or Standard Form (SF) 271 (Construction). A sample form is attached for reference.
4. Have Chief of Staff, or the Grants Authorizing Official review SF270 /SF271, sign and date the form.
5. Scan SF270 / SF271

NOTE: There are two different emails to send reimbursement requests to.

- a. PMS PAYMENTS: OLDCC uses the PMS system to pay Grantees. There needs to be a close coordination with DOA Federal Account personnel working with CDLO staff. DOA must drawdown the exact amount that is being requested in the SF, and must be drawn down at the same time the request is submitted to OLDCC.

Email reimbursement request and GRANT EXPENSE REPORT to the following email, copying the Grants Program Manager (PM) and DOA personnel.

To: [oea.ncr.OEA.mbx.oea-pms@mail.mil](mailto:oea.ncr.OEA.mbx.oea-pms@mail.mil)

CC: "Kuwabara, Gary D CIV OEA (US)" [gary.d.kuwabara.civ@mail.mil](mailto:gary.d.kuwabara.civ@mail.mil)

CC: Krystyna.Ilagan@doa.guam.gov

- b. OEA PAYMENTS: This email is only used for the Cultural Repository Grant currently, as this grant was awarded using the former reimbursement procedure established by OLDCC. When this grant is completed and closed, all reimbursements on all grants are sent to the address (a) above (PMS).



Email reimbursement request and GRANT EXPENSE Report the following email, copying the Grants Program Manager, and DOA Federal Accounts personnel above.

TO: [osd.ncr.odam.mbx.oea-payments@mail.mil](mailto:osd.ncr.odam.mbx.oea-payments@mail.mil)

CC: "Kuwabara, Gary D CIV OEA (US)" [gary.d.kuwabara.civ@mail.mil](mailto:gary.d.kuwabara.civ@mail.mil)

- 6) You should receive an email notification that your reimbursement request was received.
- 7) Monitor AS400 for receipt of payment.